



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

September 15, 2011

## NOTICE

### **ANNOUNCING LAUNCH DATE AND PROCEDURES FOR OFM's newly-designed Driver's Licenses**

The Office of Foreign Missions will begin production of its newly-designed diplomatic driver's licenses in September, 2011. Information concerning these new cards was first announced in the Department's circular note No. 11-93, dated May 26, 2011, and is available on OFM's website at:  
<http://www.state.gov/ofm/c45137.htm>.

*Except as noted below*, beginning mid-September, all foreign mission personnel who hold the Department's current style OFM driver's license, graduated driver's license, or non-driver identification card, will receive a "swap out" newly-designed card (the expiration date will not change) via the United States Postal Service (USPS). These credentials will be issued at no charge.

Throughout this process, those personnel who are applying for new, renewal or replacement OFM driver's licenses will continue to make applications in the normal manner; however the card will be printed by the United States Government Printing Office ("GPO") and mailed to the applicant. Standard reciprocity charges and fees will apply except as noted above.

**Please be advised that mission members who hold a current-style OFM driver's license which will expire before December 31, 2011, will not automatically receive the Department's newly-designed credential in the process described above.** Instead, it will be incumbent upon those personnel who hold OFM driver's licenses expiring prior to December 31, 2011 to apply for their renewal credentials in the normal course using the standard e-Gov procedure through the mission's administrative officer. Individuals whose licenses expire before December 31, 2011 will not be charged for the issuance of the new

**\* NOTE:** Individuals applying for new credentials at anytime will still be responsible for any applicable reciprocal fees for the issuance of a driver's license.

credential.\*

If an individual has not received their credential within 7 business days, they should contact their administrative officer, who should in turn contact OFM in order to determine the nature of the delay. Embassies should contact OFM in Washington, D.C. at [OFMDMVDriverservices@state.gov](mailto:OFMDMVDriverservices@state.gov), or by telephone at 202-895-3500 in order to determine the nature of the delay. For issues concerning credentials for individuals at consulates, please contact the appropriate OFM Regional Office (see attached).

***This also highlights the critical need by the missions to ensure that all home residential addresses of personnel have been correctly reported to the Office of the Chief of Protocol.***

Mission members receiving the new-style replacement credential via the USPS must return their expired and/or old-style credential in the Business Reply Envelope that is enclosed with their new credential. The Department will hold the Missions ultimately responsible for the return of all old-style, as well as new renewal and replacement, credentials.

The missions are requested to inform their consulates of the above procedures, and may direct any questions or comments to the Office of Foreign Missions, at 202-895-3500.

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